



Travis County Probate Court No. 1

Guy Herman, Presiding Judge

Court Contacts

The strategic goals of the Travis County Probate Court are (1) to thoughtfully and expeditiously handle our incoming caseload of whatever type (probate, guardianship, mental health, civil litigation, or condemnation) and (2) to carefully monitor our ongoing guardianships and dependent administrations. We also want to help those who interact with the Court understand the processes of the Court so that hearings and other interchanges with the Court can be as efficient and pleasant as possible for everyone involved.

Below is a list of Court contacts, along with notes about when to contact the Travis County Clerk's Office instead. **Please contact the Court Coordinator when you're not sure about the right person to call.**

Note that Court staff can tell you about the services of the Court and can answer questions about how the Court works. But Court staff cannot give legal advice or answer legal questions. If you need someone to research the law and give you legal advice, you should hire an attorney.

When to call the Travis County Clerk instead of the Court?

Call the County Clerk at (512) 854-9188 with questions about fees or filing (including questions about e-filing or the status of filings) or to order new letters of guardianship or letters testamentary. Inventories, attorneys' fees, and routine applications are held at least 10 days before review, so wait at least 11 days before calling the Clerk's Office to ask if an order has been signed. For a small estate affidavit, please wait at least 3 weeks.

Court Coordinator: Jennifer McGaffeny

probate.hearings@traviscountytx.gov
jennifer.mcgaffeny@traviscountytx.gov

(512) 854-9258

Contact —

- when you're not sure about the right person to contact
- with questions about . . .
 - Judge Herman's or Judge Prashner's calendar
- to contact Judge Herman (when allowed by the rules)

Email probate.hearings@traviscountytx.gov to schedule or change a hearing or jury-trial setting

Associate Judge/Court Administrator:

Tom Ruffner

tom.ruffner@traviscountytx.gov

(512) 854-9559

Contact —

- before you set a hearing for a temporary administration
- with questions about general Court policy, the Court's website, or a County-paid service
- with questions about ad litem appointments
- to discuss small estate affidavits

Senior Probate Staff Attorney:

Michael Jones

mike.jones@traviscountytx.gov

(512) 854-9283

Contact with questions about:

- probate hearings set on the regular docket
- the Uncontested Probate Docket
- hearings/applications for topics **not on someone else's list** (but don't ask substantive or strategy questions – or procedural questions if contested)
- applications for successor trustees (except for court-created trusts)

• For all heirship-related emails, use heirships@traviscountytx.gov

Court Reporter: Kim Showers

kim.showers@traviscountytx.gov

(512) 854-9086

Contact for hearing transcripts

Court Investigator (Attorney):

Aries Solis

aries.solis@traviscountytexas.gov

(512) 854-4978

Contact with questions about:

- the uncontested guardianship docket
- anything involving potential guardianships / current guardianship investigations
- before you file for a temporary guardianship
- applications for management trusts & payment of claims without guardianship
- applications for successor trustees, court-created trusts
- show cause for guardians of the person
- any other issues in ongoing guardianships of the person **except** annual reports

Guardianship Coordinator:

Al Benedict, BSW

al.benedict@traviscountytexas.gov

(512) 854-4359

Contact regarding:

- any issues in ongoing guardianships of the person **except** annual reports
- the volunteer Court Visitor program
- Probate Court visits in ongoing guardianships

Guardianship Legal Assistant (Paralegal):

Monica Limón

monica.limon@traviscountytexas.gov

(512) 854-9359

Contact for all questions about annual reports, such as: *due dates, needed forms, how to answer a question on the form, bond issues, compliance docket for annual reports*

Social Worker:

Marsha Karrass, LCSW

marsha.karrass@traviscountytexas.gov

(512) 854-4359

Probate Auditors:

probate.auditors@traviscountytexas.gov

Alesia Henderson (Senior Probate Auditor)

(512) 854-4358

alesia.henderson@traviscountytexas.gov

Justin Schaumburg (Probate Auditor)

(512) 854-9755

justin.schaumburg@traviscountytexas.gov

The probate.auditors@traviscountytexas.gov email address is the email to use when submitting back-up or when contacting the Probate Auditors unless you're replying to an email from an individual email address.

Attorneys (and their staff) may contact the Probate Auditors with questions about:

- accountings, including management-trust accountings
- bonds
- safekeeping agreements
- commissions
- reimbursements
- applications and orders to close and discharge

Associate Judge Dan Prashner

(512) 854-9258

Attorneys only may email Judge Prashner (dan.prashner@traviscountytexas.gov) with questions about the following matters:

- inventories
- attorneys' fees
- monthly allowances
- the sales docket
- emergency funeral and burial expenses
- access to safety deposit boxes
- settlement agreements
- applications to partition
- applications for partial distribution
- miscellaneous motions sent to the Court on submission including motions to substitute or withdraw

*Note that in contested cases, the Court can answer **only** uncontested procedural questions, not strategy questions*

Business Analyst/Planner, Sr.:

Kirby Hernandez, Business Analyst

kirby.hernandez@traviscountytexas.gov

(512) 854-9579

Contact Kirby for condemnation proceedings

Emma Caballero, Planner, Sr.

emma.caballero@traviscountytexas.gov

(512) 854-4354

Mental Health Public Defenders

for Civil Commitment Proceedings

Kori Martin – Phone: (512) 591-8921

Jamie MacLean – Phone: (512) 419-2720

Mental Health Public Defender

for Assisted Outpatient Treatment Program

Emily Rickers – Phone: (512) 265-6242

Questions about a compliance letter?

The show cause docket? The dismissal docket?

- If you received a compliance or dismissal letter, please follow the instructions on the letter.
- Also please read the procedures on the Court's "Compliance and Show Cause" website page.
- Still have questions? Email the Court at probate.compliance@traviscountytexas.gov.